



DEPARTMENT OF THE ARMY
OFFICE OF THE ADMINISTRATIVE ASSISTANT TO THE SECRETARY
U.S. ARMY RESOURCES AND PROGRAMS AGENCY
120 ARMY PENTAGON
WASHINGTON DC 20310-0120

**HUMAN RESOURCES
MANAGEMENT DIRECTORATE**

JDRP-HRMD-MPSC

11 November 2004

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: MILPER Policy Memorandum 00-18, Procedures for Unit Personnel Accountability Notices Report (AAA-165) Weekly Scrub By Agency

1. Reference: AR 600-8-6, Personnel Accounting and Strength Reporting.
2. Purpose. This memorandum provides general guidance for resolving an agency's failure to gains or losses, Absence Without Leave (AWOL) over 25 days, Expired Dates Eligible to Return from Overseas (DEROS), Assigned Not Joined (ASNJ) status over 10 days, past Expiration of Term of Service (ETS), or past Expiration of Service Agreement (ESA) date.
3. Procedures.
 - a. The Personnel Automation Section (PAS) is responsible for resolving AWOL, ASNJ, failure to gain, and failure to loss notices.
 - b. The Military Personnel Service Center (MPSC) is responsible for resolving DEROS, ETS and ESA notices.
 - c. The AAA-165 will be produced by the PAS as needed. The previous AAA-165 may be destroyed upon receipt of the new report.
 - d. The PAS may annotate any changes on the latest copy of the AAA-165 until action is taken and a new report is printed.
 - e. The PAS will work and resolve all notices as soon as possible.
 - f. Past due ETS, ESA and DEROS notices will be resolved through coordination with the responsible MPSC.

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4. The proponent for this policy memorandum is the Personnel Automations Division, Military Personnel Service Center, (703) 602-0896.



D. J. Logan, Jr.
Chief, Military Personnel Division

DISTRUBUTION:
All Agencies